

# Wapato High School Parent Involvement Policy and Procedures

2016-17

Wapato High School is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Wapato High School and home work together to promote high achievement by our children. Neither home nor Wapato High School can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Wapato High School recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Wapato High School intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

## PART I-SCHOOL PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS

- A. Wapato High School will jointly develop/revise with parents the school parental involvement policy/procedures and distribute it to parents of participating children and make available the parent involvement policy/procedures to the local community.
  - a. **Spring Parent Advisory Committee (PAC) Meeting – held the late week of April.**
  - b. **Edits and updates will be shared in the school newsletter and posted on the website.**
- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
  - a. **Fall open house – parents will be informed of programs and rights**
  - b. **Annual PAC meeting held October 11, 2016**
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to parental involvement.
  - a. **Meetings are held after school and in the evening to support parent involvement**
  - b. **Child care and or organized children's activities are provided.**
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
  - a. **Fall PAC Annual meeting is conducted October 11, 2016 to share current progress toward Title I and School Improvement Plans.**
  - b. **Spring PAC review is conducted during the last week of April for parent to review the Title I and School Improvement Plans.**
  - c. **Parents are asked to take an annual survey on program effectiveness and services received throughout Title I Schoolwide Program.**
  - d. **Parent are asked to participate in a survey during open house related to school improvement categories.**

- E. Provide parents of participating children—
  - a. Timely information about programs under this part.
    - i. **Frequent school newsletters are disseminated as well as posted on-line.**
    - ii. **School messenger phone calling are conducted to serve a timely reminders.**
  - b. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
    - i. **Curriculum, academic assessments and proficiency levels are shared at Fall Open House.**
    - ii. **Curriculum, academic assessments and proficiency levels are shared at both PAC meetings.**
    - iii. **Curriculum, academic assessments and proficiency levels are shared in grade level newsletters as is timely and appropriate**
    - iv. **Curriculum, academic assessments and proficiency levels are published on school website.**
  - c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
    - i. **School conducts annual communication welcome feedback from parents.**
    - ii. **Parents are invited to participate in formal parent committees such as the PAC, Learning Improvement Team (LIT), Secondary School Improvement Leadership Team, District Discipline Review Team, and Community Communications Committee which meet on a regular basis.**
    - iii. **Parents are invited to participate in other school events such as Fall Open House, educational activity nights, Parent and Teacher Conferences where questions are answered and feedback is solicited.**
- F. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
  - a. **Parents are provided the opportunity to review the programs and student progress throughout the year with the teacher, then as need with the building administrators.**
  - b. **PAC will also solicit parent comment throughout the school year and share with building administrators.**

**PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- A. Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.
  - a. **Fall/Spring Parent/Teacher Conferences**
  - b. **Compact is signed by parent and kept in the advisory classroom.**
- B. Provide frequent reports to parents on their child's progress.

- a. **Report card shared and disseminated to parent twice a year as per district calendar.**
- b. **Progress reports are available to be sent home weekly as requested.**
- c. **Parents taught how to access student grades in Skyward.**
- C. Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
  - a. **Staff emails and phone number are communicated in the student handbook, publish on the school website, written in the introductory letter sent home with the student on the first day of school, and shear at the Fall Open House.**
  - b. **School newsletters announce opportunities for parent to get involved and participate.**
  - c. **School messenger phone calls send message regarding parent involvement.**

#### BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and district under this part-

- A. Shall provide assistance to the parents of children served by the school or district, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards. State and district assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.
  - a. **Parent/Teacher conferences provide a review of state standards as well as the child's current program.**
  - b. **Spring SBA information provides parent with information on the state assessment and grade level standards.**
  - c. **School newsletters share tips for parent to support their child's progress in reading and mathematics.**
- B. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
  - a. **Parent Orientation night held in August provides materials regarding how to support one's high school child.**
- C. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
  - a. **Staff member are provided an in-service training regarding parent communication requirements, parent outreach opportunities, and managing and utilizing parent/community volunteers.**
- D. Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

- a. Home to preschool transitions
    - i. **Community outreach**
  - b. Preschool to kindergarten transitions
    - i. **Incoming student and parent orientation**
    - ii. **Academic readiness screenings**
  - c. Elementary to middle school transitions
    - i. **Incoming student and parent orientation**
    - ii. **Campus visit**
    - iii. **Counselor contacts with each student**
    - iv. **Transition of permanent files per district procedures**
  - d. Middle school to high school transitions
    - i. **Incoming student and parent orientation**
    - ii. **Campus visit**
    - iii. **Counselor contacts with each student**
    - iv. **Transition of permanent files per district procedures**
  - e. High school to post-secondary transition
    - i. **Pathway identification and researching of careers**
    - ii. **Regular communications with Community Colleges**
    - iii. **Running Start when appropriate**
    - iv. **Upward Bound**
    - v. **Financial Aid Night**
    - vi. **College Fair**
- E. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.
- a. **All communication sent out to parents is translated into Spanish**
  - b. **All parent involvement activities at the school have a translator available to support language needs.**
- F. Shall provide such other reasonable support for parental involvement activities under this part as parents may request.
- a. **Parent feedback is requested both formally and informally, in writing and in person the building can better serve and help overcome potential barriers for parent involvement.**
- G. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- H. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- I. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- J. May train parents to enhance the involvement of other parents.

- K. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
- L. May adopt and implement model approaches to improving parental involvement.
- M. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.
- N. May develop appropriate roles for community-based organizations and businesses in parent involvement activities.

**PART III-ACCESSIBILITY REQUIREMENTS**


In carrying out the parental involvement requirements districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

- A. All communication sent out to parents is translated into Spanish.**
- B. All parent involvement activities at the school have Spanish translator available to support language needs.**

**PART IV-ADOPTION**

This Wapato High School Parental Involvement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Policy/Procedures were developed/revised by Wapato High School on October 11, 2017 and will be in effect for the period of school year. The school will distribute these Parent Involvement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before January 26, 2017.

  
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 (Signature of Title I Authorized Representative)

2-3-17  
 \_\_\_\_\_  
 (Date)

These parents were involved with the development of this document:  
 (List parents)